# CNP Direct Certification

## *Matching Children*

Idaho State Department of Education

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The CNP Direct Certification web application helps certify children for the Free and Reduced Meals program. It does this by matching child information submitted by participating organizations with data from the Idaho Department of Health and Welfare (DWH) to identify children that can be directly certified.

There are two basic types of matches. Direct certification matches are those where the match is strong enough to directly certify children. Possible matches are those where the match is not sufficient to directly certify the child, but is significant enough that there is a strong possibility that the child is eligible for free or reduced meals. School food authorities should research further the possible match children to determine if they are eligible for free or reduced meals, or try to match the child again with additional information. The most common reason an eligible child will only be a possible match is because of data entry differences between data gathered by the school or district and that gathered by the DHW. For example, names may be spelled slightly differently, or birth dates may have transposed digits or be off by a day or two.

When matching, middle names are treated differently. Because of the common use of abbreviations for middle names, rather than looking for exact matches, the concept of "non-conflicting middle name" is used. This is a type of partial match where, for example, "", "W" or "Will" do not conflict with "William", and so would be matches,  but "G" or "Bill" would conflict with "William", and so would not be a matches.

# Direct Certification Matches

There are several ways a child can be matched for direct certification. Having multiple methods allows for differences in the data different organizations are able to submit.

**Social Security Number**

The social security match requires an exact match on the following field:

> Child Social Security Number

and an exact match of any one of the following fields:

> Child First Name
>
> Child Nickname (from school, matched to DHW's first name)
>
> Child Middle Name (if present in both data sources, and the names do not conflict)
>
> Child Date of Birth

**DHW Case Number**

The DHW case number match requires an exact match on the following fields:

> DHW Case Number
>
> Child First Name or Nickname for First Name
>
> Child Middle Name (non-conflicting, including missing middle names)
>
> Child Date of Birth

**Name and Date of Birth**

The name and date of birth match requires an exact match on the following fields:

> Child First Name
>
> Child Last Name
>
> Child Date of Birth

and an exact match of any one of the following fields:

> City
>
> Zip Code
>
> Caregiver First Name
>
> Caregiver Social Security Number

**Significant Data**

Sometimes a child will almost meet the requirements of the above three matching methods, but fail the match because of misspelled names, etc. If the district submits a sufficiently rich amount of data, children can still be matched for direct certification if the following requirements are met:

> The match score is 60 or greater
>
> At least one of the following (this identifies the individual child):
>
>> Child First and Last Names (exact or similar match)
>>
>> Child First Name (exact or similar) plus:
>>
>>> either Child SSN (exact) or Child Date of Birth (exact)
>
> At least 4 of the following:
>
>> Child Social Security Number (exact)
>>
>> DHW Case Number (exact)
>>
>> Child First and Last Name (exact or similar)
>>
>> Child Date of Birth (exact)
>>
>> Child or Caregiver Address Line (exact)
>>
>> Child or Caregiver Phone/Email (exact)
>>
>> Caregiver First and Last Name (exact or similar, for at least one caregiver)
>>
>> Caregiver Social Security Number (exact, for at least one caregiver)

Possible Matches

An attempt is made to identify possible matches for children that do not match for direct certification. The possible match formula looks for matches and partial matches on a large variety of fields, and calculates a score of 0 to 100. The score conveys the strength of the match, where a high number is a strong match. Only children whose match score is 50 or greater are reported as possible matches.

Possible matching looks any of the following match categories:

> Social Security Number (exact match)
>
> DHW Case Number (exact match)
>
> Child First and Last Name (exact)
>
> Child First and Last Name (similar, i.e. sound alike or partial match)
>
> Date of Birth (exact)
>
> Child or Caregiver Address Line (exact)
>
> Child or Caregiver Phone/Email (exact)
>
> Caregiver First and Last Name (exact or similar) or Social Security Number (exact)

In calculating the match score, besides giving strong weight to the above categories of matches, the following matches also will improve the score:

> Child Name (an exact or similar match only only one part of the name)
>
> Child Gender (exact)
>
> Child Address (any components of the address such as Address Line, City, Zip Code, etc.)
>
> Child Date of Birth (with transposed day and month)
>
> Caregiver Name (an exact or similar match only only one part of the name)
>
> Caregiver Address (any components of the address such as Address Line, City, Zip Code, etc.)

## Matching Tips

The choice of fields that are submitted for children has a great effect on the ability of the CNP Direct Certification program to make good matches. To be help make Direct Certification Matches, you should, at a minimum, submit the following:

Child First Name

Child Last Name

plus at least one of the following:

Child Date of Birth + City or Caregiver First Name

Child Social Security Number

Child DHW Case Number


Although the above is the minimum that should be submitted, the matching process will provide much better results if you can also provide:

Child Address

Child City or Zip

First and Last Name of at least one Caregiver

Child Nickname (if both the formal first name, and nickname are provided, first name

matching is improved, i.e. "William" and "Bill")

Child or Caregiver Phone